



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 13.1

### TITLE: ADMINISTRATIVE REASSIGNMENT

**EFFECTIVE: 08/05/2018**

**REVISED: Replaces Policy/Procedure 1055**

---

#### PURPOSE

The purpose of this Chapter is to provide for continued employment status of an employee in lieu of normal duties when it becomes necessary to immediately relieve an employee from duty for an alleged infraction of department rules, Chapters, or violation of the law or for administrative reasons.

This Chapter also provides for the reassignment of employees in response to psychological referrals and during the administrative investigation of on-duty incidents where death or serious physical injury has occurred.

#### DEFINITIONS

**Serious Physical Injury**—Physical injury that creates a substantial risk of death; causes death or serious and protracted disfigurement; or causes impairment of the function of any bodily organ or limb. (See **Chapter 1.3 – Use of Force**).

#### POLICY STATEMENT

1. The reasons for Administrative Reassignment may include, but shall not be limited to:
  - (a) An employee's alleged use of drugs;
  - (b) Any alleged act, or failure to act, which jeopardizes the public's safety or the department's integrity;
  - (c) Any alleged act which brings into question the employee's continued ability to perform his/her duties; or
  - (d) The employee's physical arrest (including summons) or contempt of court resulting in detention.
2. Only the Superintendent of Police or his/her designee may place an employee on administrative reassignment.

#### ADMINISTRATIVE REASSIGNMENT PROCESS

3. When an employee is placed on administrative reassignment status, the supervisor issuing the order shall:
  - (a) Ensure the employee's Commander is informed of the reassignment, and
  - (b) The employee is advised of the date, time, and location where to report.

4. The employee shall be relieved from law enforcement duties and assigned to the Administrative Duties Division, except as indicated below:
  - (a) Employees placed on administrative reassignment due to disciplinary investigations or investigations arising out of a police shooting shall be reassigned by the Public Integrity Bureau. The employee's original place of assignment shall carry the individual detailed to PIB. The employee's place of reassignment will be responsible for maintaining the employee's payroll. PIB shall notify OPSE of members placed on administrative reassignment.
  - (b) The employee shall not work police secondary employment while he/she is reassigned without the expressed written approval of the Superintendent of Police. A request to work secondary employment shall be made through the employee's regular chain of command. (See: **Chapter 22.08 – Police Secondary Employment.**)
  - (c) Should the reassignment continue into the employee's next tour of duty, the employee shall be directed to report for duty in plain clothes.
5. The Superintendent of Police may limit the commission of any employee placed on administrative reassignment status to those working hours when the employee is physically at his/her place of assignment.
6. The supervisor who receives approval for an administrative reassignment shall document same on an **Administrative Reassignment** (AR-1 form). Distribution shall be made as indicated on the Administrative Reassignment Form.

#### **REVIEW OF ADMINISTRATIVE REASSIGNMENT**

7. The facts and circumstances surrounding the employee's reassignment shall be reviewed by the Deputy Chief of the Public Integrity Bureau and the employee's Bureau Chief within 24 hours.
8. The Superintendent shall be notified of the results of the review and may hold a hearing on the merits of the administrative reassignment.
9. If a decision to return the employee to his normal duties, or to have a hearing, cannot be arrived upon within the 24 hour time period, the employee shall remain on administrative reassignment status until further notified.
10. The employee's reassignment status shall be reviewed by the Deputy Chief of the Public Integrity Bureau at least once each week until completion of the case investigation, or until the employee is returned to his/her regular assignment.
11. Only the Superintendent of Police may terminate the administrative reassignment of an employee.
12. The Deputy Chief of the Public Integrity Bureau shall notify the employee when he/she is removed from administrative reassignment duties.

#### **PAYROLL RECORD KEEPING**

13. If an employee is reassigned to a unit other than his/her permanent place of assignment, he/she shall be carried "DETAILED" by his/her normal place of assignment.
14. The location where the officer is temporarily assigned shall be responsible for entry of the employee's daily work hours. In the remarks section of the employee's payroll

record, the notation "**administrative reassignment**" shall be inserted.

15. During a declared emergency, the Superintendent of Police may return administratively reassigned employees to active duty.